



# SENIOR ADMINISTRATIVE ANALYST (ACCOUNTING SYSTEMS)

## SPOT PROMOTIONAL EXAMINATION FOR CALIFORNIA HIGHWAY PATROL EMPLOYEES

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**SPOT FOR** Sacramento County - Indicate this location on your application. The California Highway Patrol has opened testing to establish an eligible list for Sacramento County.  
  
A position exists in Sacramento County.

**FINAL FILING DATE** **October 13 , 2011**  
Applications (STD. 678, Rev. 6-10) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:  
  
California Highway Patrol  
Selection Standards and Examinations Unit  
P. O. Box 942898  
Sacramento, CA 94298-0001

**SPECIAL TESTING ARRANGEMENTS** If you have a disability and need special testing arrangements, mark the appropriate box in item number 2 of the application. You will be contacted to make specific arrangements.  
  
**NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.**

**QUALIFICATIONS APPRAISAL INTERVIEW** It is anticipated that interviews will be held during October 2011.

**SALARY RANGE** \$5576 - \$6727

**WHO SHOULD APPLY**

1. Applicants must have a permanent civil service appointment with the California Highway Patrol as of the final filing date in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

**ELIGIBLE LIST INFORMATION** A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** **NOTE: All applicants must meet the experience and/or education requirements for this examination by the final filing date.**  
  
Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Either I**

One year of experience in the California state service performing the duties of an Associate Administrative Analyst (Accounting Systems).

**Or II**

**Experience:** Four years of increasingly responsible technical experience in governmental, commercial, or public accounting performing any one or a combination of the following types of work:

1. Development and installation of varied accounting systems. **Or**
2. Preparation of comprehensive and complex financial statements and tax returns. **Or**
3. Directing or assisting in the direction of the accounting and budgetary work of a business concern or governmental agency. **Or**
4. Analytical and critical examination of financial records and books of accounts of business concerns or governmental agencies.

[At least one year of the qualifying experience shall have been in the full-time development and installation of varied accounting systems and shall have been equivalent in level to an Associate Administrative Analyst (Accounting Systems) in California state service]. **And**

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**Education: Either**

- 1. Equivalent to graduation from college, with specialization in accounting. **Or**
- 2. Completion of **either**:
  - a. A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law; **or**
  - b. The equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

**NOTE: Under Pattern II, applications must contain the following information on all accounting, auditing, business law, and related courses completed: title; semester or quarter credits; name of institution and completion date. Evidence of completion of required course work must be attached to the application at the time of filing (i.e., copy of transcript.) Applications received without this information will be rejected.**

**THE POSITION**

A Senior Administrative Analyst (Accounting Systems), under general direction, will supervise the work of subordinate administrative analysts; make the more difficult and complex studies of the accounting systems and financial organization, policies, procedures, and practices of State agencies and will prepare reports continuing recommendations; to provide consultive service to State officials; and to do other related work.

**EXAMINATION INFORMATION**

This examination will consist of a Qualifications Appraisal Interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **Competitors who do not appear for the interview will be disqualified.**

**Qualifications Appraisal Interview Only - Weighted 100%**

**Scope:**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

- Accounting principles and practices.
- Governmental accounting, budgeting, and fiscal management.
- Uniform accounting system and financial organization and procedures of the State of California.
- Principles of organization, administration, and management.
- Administrative survey principles and techniques to the analysis and development of accounting and financial organization, procedures, and problems of governmental agencies.
- Principles and procedures of automatic data processing systems.
- Department's Equal Employment Opportunity objectives.
- A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to:

- Prepare comprehensive reports and compile manuals of accounting procedures.
- Analyze data and draw sound conclusions.
- Speak and write effectively.
- Analyze situations accurately and adopt an effective course of action.
- Apply administrative survey principles and techniques to the analysis and development of accounting and financial organization, procedures, and problems of governmental agencies.
- Effectively contribute to the Department's Equal Employment Opportunity objectives.

If conditions warrant, this examination will utilize an evaluation of each candidate's experience and education compared to a standard developed from the classification specification. For this reason, it is especially important that each candidate take special care in accurately completing the application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement. Supplementary information will be accepted; however, each candidate must read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff performing the evaluation.

**VETERANS PREFERENCE**

**Veterans preference** credit is not granted in promotional examinations.

**GENERAL INFORMATION**

It is the competitor's responsibility to contact the California Highway Patrol, Examinations Services, at (916) 843-3820, three weeks after the final filing date if he/she has not received a progress notice.

If a competitor's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications (STD. 678, Rev. 6-10) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB Website at [www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Interview Location(s):** It is anticipated that interviews will be scheduled in Sacramento County.

Competition is limited to those who meet one of the criteria listed above under "Who Should Apply" and "Requirements for Admittance to the Examination." Under certain circumstances others may be allowed to compete under the provisions of SPB Rules 234, 235, and 235.2. SPB Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or the SPB.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

**The California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.